



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY PUBLISHING AGENCY
2461 EISENHOWER AVENUE 10TH FLOOR
ALEXANDRIA VA 22331-0302



JDHQSV-PAP-D

7 March 2001

MEMORANDUM FOR Commander, U.S. Army Materiel Command,
ATTN: AMCIO-R, 5001 Eisenhower Avenue,
Alexandria, VA 22333-0001

SUBJECT: New Procedures for Requesting Local Reproduction Authority (LRA)

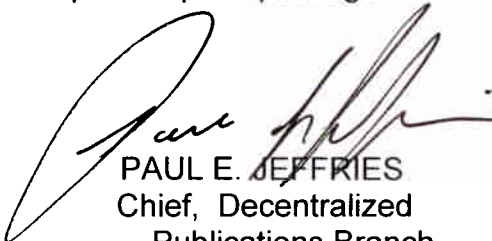
1. Effective 9 March 2001, all DA Forms 260 requesting LRA approval will be used to obtain departmental printing as well. Submitting a second DA Form 260 is no longer necessary.
2. LRAs will be used on an exceptional basis only and will be limited to support of initial fieldings and modifications. Usually, quantities requested via LRA will be limited to fifty copies or less.
3. Provide a justification statement describing circumstances requiring the use of LRA. The statement is to include justification for quantity requested, assurance that the Technical Manuals have been fully verified, and the Publications Control Officer's signature.
4. The LRA request must include a DA Form 260 which is dated, signed, and contains all necessary information to fully process the action. Enclosure 1 lists the required items for a complete LRA print request package. Enclosure 2 describes the procedure.
5. Publications and CD-ROMs (ETM or IETM) obtained through LRA must be identical to the publication or CD-ROM procured under the departmental printing for regular stock and issue.

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6. The point of contact for the new procedures is Linda Davis, DSN 328-0518, or e-mail linda.davis@usapa.army.mil. The point of contact for LRA approval is David Welch, DSN 221-6212, or e-mail david.welch@usapa.army.mil. LRA for CD-ROM must go through Linda Davis to David Welch. Overnight mail is recommended for the complete LRA print request package.

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as



PAUL E. JEFFRIES
Chief, Decentralized
Publications Branch

COMPLETE LRA PRINT REQUEST PACKAGE

1. For printing in paper

a. DA Form 260

- (1) with all necessary information to fully process the action**
- (2) stating that LRA is requested**
- (3) stating that a DA Form 260 and PDF file have been sent to LOGSA**
- (4) dated and signed by the Publication Control Officer**

b. Justification for LRA and the number of copies in accordance with paragraphs 2, 3, and 5 of this memo

- c. Cover, title or transmittal page, and authentication page**
- d. Running sheets**
- e. If centralized printing include camera ready copy of publication**

2. CD-ROM (ETM or IETM)

a. Justification for LRA and the number of copies in accordance with paragraphs 2, 3, and 5 of this memo

b. DA Form 260: For the Compact Disc

- (1) with all necessary information to fully process the action**
- (2) includes the Electronic Media (EM) number**
- (3) stating that LRA is requested**
- (4) stating that a DA Form 260 and a copy of the PDF file or IETM have been forwarded to LOGSA**
- (5) dated and signed by the Publication Control Officer**

(6) a list of the CD contents which includes:

(a) the publication numbers

(b) other service numbers

(c) dates of each publication

(d) whether it is new, revised, or includes new changes published in
paper

(e) if something will be superseded, include the supersession
statement

(7) disc(s)

(8) artwork for the disc label and mailer

(9) DA Forms 260 for any publication contained on the CD-ROM that is new, revised, or new changes to be included in order to index the individual publication record. Indicate if these are to be printed in paper also. If paper will be printed be sure to fulfill all requirements to facilitate printing in paper.

LRA REQUEST PROCESS

1. Decentralized Printing (in paper)

a. Proponent forwards the complete print package electronically to David Welch at USAPA and the DA Form 260 with the PDF file to LOGSA concurrently. The e-mail address is david.welch@usapa.army.mil or facsimile DSN 221-6360.

b. USAPA reviews the print package for accuracy and completeness. Then in coordination with LOGSA, determines if the justification meets the requirements for approval as submitted. USAPA provides the LRA number by phone or e-mail within two days from receipt of the complete and accurate package.

c. Proponent prints and distributes the LRA quantities of the publication while USAPA begins the index/print process. USAPA annotates the LRA approval number on the DA Form 260, indexes the publication in DA Pamphlet 25-30, and initiates departmental printing for distribution and stock. USAPA prepares the print order and forwards to the proponent.

d. Proponent sends print order and camera-ready copy to authorized printer either directly or through DAPS as locally determined.

2. Centralized Printing

a. CD-ROM (ETM or IETM) replication comes under centralized printing. The CD-ROM is centralized while its content is considered decentralized. Note that an earlier preview of the disc(s) and artwork by both LOGSA and USAPA is recommended to avoid delays when requesting the LRA approval.

b. Centralized Printing is the same as decentralized except:

- (1) proponent includes one set of the pre-master, label, and mailer
- (2) allow an extra day for USAPA to provide approval